

GENERAL SERVICES DIVISION

UPDATE UPDATE

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The quarterly newsletter of the General Services Division

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Fall 2002

PROCUREMENT NEWS AND NOTES

One Stop Shopping for Vendors. The business community will soon have a much easier way to learn what bids and proposals are currently being solicited by the State of Montana. Vendors will be able to view, in one website location, all of the solicitations issued under the Montana Procurement Act. Currently, vendors must visit several websites to find bids or proposals that might be of interest to them. A software application under development by the Department of Administration's Network Support Unit will permit agencies to post their solicitations in one location, while still having access to the solicitation at the agency level. The software should be ready for agency testing within a month.

2003 Legislation. The General Services Division is not anticipating any significant changes to the Montana Procurement Act during the upcoming legislative session. We'll keep you posted if that changes.

PeopleSoft Developments. The Department of Administration recently signed an agreement to maintain the enterprise license for the PeopleSoft purchasing module. This will enable agencies to continue to take advantage of the module, particularly once the upgrade to 8.4 is in place. If agencies need assistance in using the module or would like to know more about purchasing functions available in the software, please call Bonny Belling at the State Procurement Bureau at 444-3322.

Procurement Training. Basic and Advanced Purchasing Methods and Issues classes are scheduled in Helena on October 22 and 23. The cost of each course is \$20. To register, please

contact the Professional Development Center at 444-3985 or e-mail jadelappe@state.mt.us. This is a great opportunity for "out-of-towners" to get the purchasing training they need AND attend the PUG meeting on October 24th.

In addition, the State Procurement Bureau is hard at work developing a "Contract Administration" course. As part of the process, rules and internal policies will be drafted concerning contract administration, contract modifications, and contract signatures. Over the next few months, we will be seeking input, suggestions and comments from you. Once all the rules and policies are in place, the training course will be advertised through the Professional Development Center and this newsletter.

Rule Amendments Effective September 27, 2002. The General Services Division has amended the administrative rules concerning vendor/contractor debarment. The text of the amended rules will be available on the GSD website by mid-October. No comments were received during the rulemaking process and the rules were amended as proposed.

Transfer of Vending Facilities. Effective July 1, 2002, the management and control of vending machine facilities at the following locations were transferred from the Department of Administration (DOA) to the Department of Public Health and Human Services (DPHHS):

- DPHHS, 111 North Sanders
- Department of Labor and Industry, 1327 Lockey
- Law Enforcement Academy, 2260 Sierra Road

Continued on Page 2

The transfers occurred pursuant to section 18-5-411, MCA, whereby DOA is directed to transfer to DPPHS the management and control of any vending facility determined appropriate to provide vocational opportunities that will satisfy the needs of the Montana Business Enterprise Program for Blind Vendors. Any future changes concerning vending machine placement, vendor, or selection must still be approved by the General Services Division. Samuel T. Hubbard, Interim CEO, Montana Business Enterprises, Inc., will speak at the upcoming October 24 PUG meeting concerning the placement of vending machines in state leased facilities.

The Power of Cooperative Purchasing! The Western States Contracting Alliance (WSCA) recently announced that cumulative sales volume for its National Computer Equipment Contracts has exceeded the \$2 BILLION milestone in less than three years. The huge sales volume under these contracts has resulted in 17 permanent price reductions. The contracts are being utilized by governmental entities in 37 states (including Montana). Terry Davenport, WSCA National Computer Contracts Administrator, says: "The contracts prove the value of cooperative purchasing whereby purchases from over a thousand governmental entities are combined to the benefit of all. The success of these contracts also proves the value of forming strategic partnership[s] with companies that produce high-quality products and are able and willing to commit the resources to make the partnership a success." Currently Montana participates in three computer contracts, Dell, HP/Compaq, and IBM. Over the last fiscal year, Montana's dollar amount participation in these contracts was approximately \$6.2 million. Montana also participates in cooperative purchasing programs for pharmaceuticals and WIC infant formula and is exploring the use of the WSCA data communications contract.

THINK ABOUT IT

*It is better to know some of the questions than all of the answers.
—James Thurber*

PRINT AND MAIL SERVICES NEWS AND NOTES

New Mail Equipment. Print and Mail Services is moving ahead to assist agencies in automating their mailing pieces. We have installed an envelope inserter that takes your printed piece and inserts it into an envelope. The inserter is capable of inserting up to six pieces per envelope with the envelope sizes ranging from 7 $\frac{3}{4}$ inches up to a 9 x 12 inch side flap booklet style envelope. Inserts can be anything from brochures or multiple page documents, to cards, return envelopes, and even booklets. The advantage is that the mailing piece is sent directly into the mail system without additional handling. The charge for inserting will be \$.01 per inserted piece. We would be happy to work with you on your projects that require inserting and mailing. If you have questions, please give Jim Ahern a call at Print Services, 444-1833.

Print Services Hires Purchasing Agent.

Chris Gabriel has joined the staff at Print Services as Purchasing Agent. Chris was previously employed as a purchasing agent for the Department of Public Health and Human Services. We're excited to have Chris join us with her experience and enthusiasm. Please call Chris at 444-3139 for help on your next printing project.

FACILITIES MANAGEMENT NEWS AND NOTES

Helena Area Agencies on the Move. State agencies will be relocating to new offices throughout the year per the following tentative schedule:

March 2003 DNRC (Water Resources Division): Relocating to 1424 9th Avenue (Current Commerce Building)

Summer 2003 D.E.Q. (Remediation Division): Relocating to 1100 North Main (Old STARC Armory)

Helena Storage Space Available. The Facilities Management Bureau (FMB) has storage space available at the Old Liquor Warehouse located at 920 Front Street. The

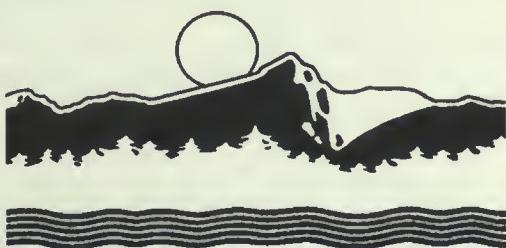
storage is located in the basement of the building, but is accessible by the elevator and loading docks. If interested in this space, please contact the FMB at 444-3060.

Custodial Services Budget Cuts. During the recent special session cuts were made that will affect custodial services in Helena area offices. Until further notice, exterior and interior window washing has been suspended in state office buildings monitored by General Services Division. If there are questions or concerns with respect to this modification, please contact Doug Olson at 444-3060.

New Security and Safety Officer. General Services Division has hired Jason Magera as the new security manager for the Capitol Complex. He can be reached at 444-3060 with regard to the following issues:

- Capitol Complex contract security force concerns
- Parking enforcement on the Capitol Complex parking lots and streets
- Security access control systems in Capitol Complex office buildings
- Disaster and Emergency response and procedures
- Fire drills and fire extinguisher training.

Recycle Montana Program Update. Corrugated cardboard prices have fluctuated over the past few months and the recycle mills have become more particular about what products they will accept. Currently, the mills are only accepting CORRUGATED CARDBOARD. Pressed paper boxes are no longer acceptable. Examples of pressed paper boxes are: envelope boxes, shoeboxes, and soft drink boxes. Please alert your staff to place only corrugated cardboard in the recycle containers. Pressed paper boxes should be disposed of and not placed in the recycle containers.



Beware of Parking Tickets. Effective October 1, 2002, the General Services Division will begin issuing City of Helena tickets for parking violations on the Capitol Complex. Persons receiving tickets are required to pay their fines directly to the Helena Parking Commission. If your agency is experiencing parking problems in the areas surrounding your buildings, please contact the General Services Division at 444-3060.

Smoke-Free Building Perimeters. In light of the state law (section 50-40-202, MCA) which requires that all state buildings be smoke free and the new City of Helena smoking ordinance, the General Services Division has established a 30-foot smoke-free perimeter around all buildings in the Capitol Complex.

KEEP CONSERVING!

The Facilities Management Bureau reminds state agencies to keep taking steps to conserve energy, particularly considering the recent budget cuts. Energy savings can be achieved by:

- Turning off lights in office areas, including task lights, when not in use during the workday.
- Turning off task lights, overhead lights, computer screens, office equipment, and personal computers at the end of the business day and during weekends.
- Shutting down personal computer systems when not in use for more than one hour.
- Turning off all nonessential lighting, including decorative lighting and non-security outdoor lighting during daylight hours and between 10 p.m. and 5 a.m. Lights in conference rooms and storage rooms should turned on only when occupied.
- Installing occupancy sensor light switches in conference rooms, storage rooms, rest rooms and other rooms where lights are often left on when no occupants are present.
- Keeping work area temperatures between 74 and 78 degrees in the summer (in those facilities with cooling systems), and between 69 and 71 degrees in the winter.

Thanks for helping to ease the budget crunch!

QUESTION OF THE QUARTER

We issued an IFB that included an option to buy additional quantities. Is the determination of the low bidder based on the cost of the basic quantity or the cost for the additional quantities?

In this case, the answer is "a bird in hand is worth two in the bush." What an agency knows it will purchase is what the vendor has to be able to bid on. Bids can be structured in numerous ways so that additional quantities can be ordered later at an agreed upon price, but the bid language needs to clearly state the basis on which an award will be made. Additional discounts can be offered by the vendor for added quantities, but unless the bid states otherwise, the award needs to be made on the basis of what the agency is committed to purchasing.

TERM CONTRACT UPDATES

New Microsoft Products Term Contract. The State has recently awarded an exclusive contract for **Microsoft Products and Licenses** to En Pointe Technologies of El Segundo, CA. This contract, SPB03-40B is effective through September 30, 2003, and will provide the State with very competitive pricing for all Microsoft product needs. This contract replaces TC448-B, and is currently available for viewing on the GSD website. Please contact Brad Sanders at 444-1459 or Randy Holm, ITSD, at 444-2824 with any questions.

New Carhartt Products Term Contract. Hi-Line Sports, Inc., of Plentywood, MT, was awarded the revised **Carhartt Products** term contract, SPB03-545J. Please access the contract on the GSD website to view the products available.

Term Contract Renewals. Term contract SPB01-11P for **Lab Chemicals and Supplies** has been renewed for the period 9/1/02 through 8/31/03.

SPB01-15P for **Temporary Services** is in the process of being renewed for the period 11/1/02 through 10/31/03.

The term contract for **Legal Transcription Services**, SPB01-16P, expires October 31, 2002, and will NOT be renewed.

ON THE LEGAL FRONT

Agency legal staff should be aware that the State Procurement Bureau has been receiving numerous inquiries from the business community into a vendor's ability to negotiate the State's standard terms and conditions. Of particular interest to the vendors is the language we are currently using concerning insurance requirements, hold harmless provisions, intellectual property rights, and bonding requirements. We are assuming that the close scrutiny that these provisions are getting is due to the financial hardships of several major companies, the impact of 9/11, and the increasing size and length of state contracts. We are in the midst of reviewing our current terms and conditions with legal and risk management staff and researching how other states are responding to the same problem. This issue will be a topic at future Purchasing User Group meetings and articles in this newsletter.

PURCHASING USERS GROUP

The next meeting of the Purchasing Users Group will be Thursday, February 20, 2003, from 1 p.m. to 4 p.m. in the Public Health and Human Services Auditorium, 111 North Sanders in Helena.

ABOUT THIS NEWSLETTER

"GSD Update" is published quarterly by the General Services Division of the Montana Department of Administration. For more information, or to get on the mailing list, contact us at (406) 444-2575. Our address is: P.O. Box 200135, Helena, MT 59620-0135. Fax number: (406) 444-2529. Website address: www.discoveringmontana.com/doa/gsd.